



COURT ASSISTANT I/II*

District Court and Corrections

**Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on Monday, July 12, 2010. POSTMARKS ARE NOT ACCEPTED.
(Applications submitted on-line are due by 11:59 p.m.)**

****This recruitment will be used to fill the current vacancy and may be used to fill future full-time and part-time openings within the next six (6) months.***

THE JOB

The current vacancy is for a part-time position (35 hours per week). Duties include performing legal process work in support of Clark County's Court systems. Responsibilities may involve case file and record maintenance; constructing new case files; gathering, compiling, coding and posting data into an information system; setting hearings; assisting the public both at the counter and over the phone; receiving and receipting bail, court costs, restitution and other payments made to the court, assign and track accounts in collections, process accounts in bankruptcy proceedings. The work involves regular interaction with the public, attorneys, law enforcement agencies and judges. Employees in this class are responsible for performing routine clerical or technical processing work in support of court functions according to standard formats and specific direction. Work involves clear and specific guidelines and repetitive operations.

Applicants may be hired at the Court Assistant I or II level, based on qualifications. Applicants hired at the Court Assistant I level are eligible for promotion to Court Assistant II with manager approval after demonstrating the required knowledge, skills, and abilities to perform the work.

QUALIFICATIONS

Court Assistant I: One year of clerical and/or office support experience. One year (45 credit hours) of college level office, legal or business training/education may substitute for one year of experience.

Court Assistant II: Two years of clerical word processing or typing experience which includes at least one year of work directly related to the work of the class. One year (45 credit hours) of post-secondary business legal or office occupational training or education may be substituted for one year of experience.

All combinations of education, experience and training that demonstrate the ability to perform the work will be considered.

The ideal candidate will have the following strengths:

- Prior experience working in a legal environment is highly desirable.
- Excellent interpersonal communication skills and ability to develop strong working relationships.
- Demonstrated time-management skills.
- Ability to accomplish work quickly and accurately.
- Strong cash handling skills, including counting cash, making change and balancing.
- Proficiency in Microsoft Office programs.

Knowledge of: English grammar, spelling, punctuation; legal terminology; office practices and procedures; Court operations and processing activity.

Ability to: learn and perform legal processes and complex procedures; follow oral and written instructions; sit or stand for long periods of time while performing repetitive functions; perform data entry; operate standard office equipment; work effectively in a high pressure environment, develop strong working relationships; provide excellent customer service and communicate with sensitivity.

SALARY

Court Assistant I: \$12.66 – \$16.16 per hour; Court Assistant II: \$14.67 – \$18.72 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

SELECTION PROCESS

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Skills List (Pass/Fail) – Complete the attached Skills List indicating your most accurate skill level. Applicants who do not complete the required Skills List will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Letter of Interest (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest addressing their experience in the following areas: (1) cash handling; (2) civil/criminal case processing; (3) working in an environment under very tight deadlines. Applicants who do not complete this material will not pass the application review.
4. Practical Exam (Pass/Fail based on 70%) – This recruitment may require a practical exam which will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
5. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
6. Employment References may be conducted for the final candidate.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / **Relay** (800) 833-6384
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

COURT ASSISTANT I/II – IRC10167

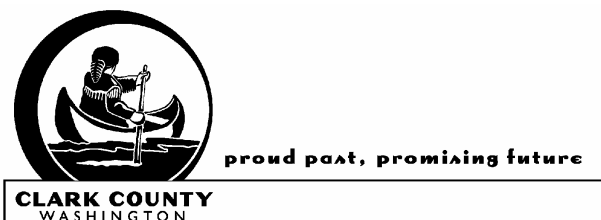
SKILLS LIST - Please check all that apply indicating your experience level.

[illegible]

[illegible]

Skill Description	✓	Years Experience							Training Only
		1	2	3	4	5	6	7+	
Reception									
Relational Database Theory									
Report Preparation									
Research Methods									
Software Installation/Configuration									
Software Testing & Implementation									
SQL									
Statistical Analysis									
Supervision									
System/Network Maintenance									
Technical Writing/Documentation									
Transcription									
Troubleshooting/Diagnostics									
Typing/Keyboard Skills*									
Visual Basic									
Web Design/Development									
Web Technology									
Windows XP OS									

*Typing/Keyboard - wpm: _____



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 1300 Franklin Street – 5th Floor/PO Box 5000
 Vancouver, WA 98666-5000
 PHONE (360) 397-2456 FAX (360) 397-2457
 Relay (800) 833-6384
 Email: hradmin@clark.wa.gov
 www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for				Posting#	
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ()	Work Phone ()	Cell Phone ()	Home Secondary ()		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. <div style="text-align: center; margin-top: 5px;">(A conviction record will not necessarily bar you from employment.)</div>					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ <hr/> May we contact your current employer? Yes [] No []
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	Reason for leaving or considering change:

Attach additional sheets if necessary to include all work history.
Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant

Date

Date _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

ETHNIC ORIGIN: If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

Are you a RECENTLY SEPARATED VETERAN? Yes ☐ No ☐

Are you an OTHER PROTECTED VETERAN? Yes ☐ No ☐

Are you DISABLED? Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian
- ☐ The Oregonian
- ☐ The Asian Reporter
- ☐ El Latino de Hoy
- ☐ The Skanner-Portland
- ☐ Seattle Times
- ☐ Spokane Review
- ☐ The Olympian

Internet/Website Sites:

- ☐ Columbian/Yahoo!Hot Jobs
- ☐ Oregonian
- ☐ Clark County
- ☐ Seattle Times
- ☐ El Latino de Hoy
- ☐ Other Internet/Website: _____

Other Sources:

- ☐ Clark County Bulletin Board
- ☐ College/Career Center Referral
- ☐ Acquaintance/County Employee
- ☐ Other: _____